

Construction Project Manager

FLSA Status - Exempt

General Definition of Work

Responsible for start-to-finish execution of projects of varying complexity under the Capital Improvements Program (CIP) overseen by the Engineering Department. Oversees all phases of project execution from planning to design/engineering to construction to close-out/commissioning. Responsible for project budget, schedule, and scope of work (including elements of quality and safety). Handles all project contracts, procurement, and grants, including monitoring and administering as required assigned grants for compliance, and supporting Town's contracting and sourcing activities. Performs skilled work with minimum supervision in support of multiple Town departments and individuals in a challenging multi-task environment. This position reports directly to the Manager of Capital Improvements Program.

Essential Functions

The following functions are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

Manages all phases of project execution including planning, design/engineering, construction, and close-out/commissioning.

Assures construction projects are completed on time and within the specified budget, technical requirements and schedule.

Manages and/or prepares project scope of work, cost estimates, and budgets with assistance as needed from Construction Manager and Engineer.

Performs procurement activities including Invitations for Bids, Requests for Proposals, Requests for Qualifications, and other activities as needed to solicit design professionals, engineers, contractors, consultants, etc. are consistent with approved Town's policies and procedures.

Leads design process including conceptual planning, engineering, permitting, and work of other design professionals & consultants.

Executes construction contracts, monitoring permitting, field progress, change orders, schedules and quality.

Works with Finance Department and project management team in payment processing consistent with Town policies, procedures and budgets.

Prepares financial information, cash flow projections, and other documents as required by Finance Department and funding agencies (including grant agencies).

Prepares monthly update reporting: status, schedule and budget analysis.

Maintains contract change order log and payment ledger: contract value, approved payments, retainage, balance due, etc.

Works with project managers and Finance Department in proper invoice documentation, change order review and proper contract closeout.

Ensures projects achieve required acceptance and proper closeout with agencies having jurisdiction, end users, etc.

Assists Finance Department in procurement, preparation and proper execution of grants including determination of matching funding, proper grant set-up, tracking and compliance with implementation requirements, payment submittals, status reports, and proper closeout.

Performs other duties as apparent or assigned.

Knowledge, Skills and Abilities

Significant experience in execution of various infrastructure and municipal facility projects; Technical knowledge in civil engineering, construction management, and related technical areas; Ability to read and modify construction drawings, technical specifications, and related exhibits & documents; Ability to

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communicate clearly and concisely; Ability to establish and maintain effective working relationships with associates, officials, other governmental agencies and the general public.

Familiar With

- The methods and procedures commonly used in the field for the construction and maintenance of buildings and other structures.
- Contractual procedures and practices relative to scheduling, material requisition and building specification implementation, particularly as they relate to field construction management.
- Applicable electrical, mechanical, and building codes and requirements.

Special Skills

- Ability to analyze problems, identify alternative solutions, predict consequences of proposed action and implement recommendations in support of Town Priorities and project goals.
- Must be able to occasionally work long hours in order to meet required deadlines and attend meetings.

Computer Skills

- High Level of Proficiency in Microsoft Office required (Word, Excel, Outlook, Project, Power Point, etc.)
- Familiarity with AutoCAD, Adobe, GIS, Munis or EnerGov is desirable but not a requirement.

Education and Experience

Bachelor's Degree in Engineering, construction or related fields; and a minimum of 5 years work experience in public projects or related field; or any combination of experience and training (as determined by the Town) which provides the equivalent scope of knowledge, skills, and abilities necessary to perform the work.

Physical Requirements

This work requires the occasional exertion of up to 25 pounds of force; work regularly requires speaking or hearing, using hands to finger, handle or feel, reaching with hands and arms and repetitive motions, frequently sitting and occasionally requires standing, walking, climbing or balancing, stooping, kneeling, crouching or crawling, pushing or pulling and lifting; work has no special vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, using of measuring devices, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work frequently requires exposure to outdoor weather conditions and occasionally requires exposure to fumes or airborne particles and exposure to toxic or caustic chemicals; work is generally in a moderately noisy location (e.g. business office with typewriters and/or computer printers, light traffic).

Special Requirements

- Possession of an appropriate driver's license valid in the State of South Carolina.
- Registered PE desirable

Salary to start high \$50s depending on experience. EOE. We offer excellent benefits and a great place to work.

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